



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## NOTICE OF VACANCY

**ANNOUNCEMENT NO.:** CSS-04-079 (SH)

**JOB TITLE:** Interstate Compact Assistant (OA), GS-303-6/7

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 12/13/04

**CLOSING DATE:** 12/27/04 (Must be received by 5:00 pm)

**PROMOTION POTENTIAL:** GS-07

**STARTING SALARY:** GS-06, \$30,762 pa; GS-07, \$34,184 pa

**Interstate Compact Assistant (OA), GS-303-6/7, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Interstate Compact & Detainers, Washington, DC.**

**DUTIES:** The incumbent serves as a technical assist for the Interstate Compact Branch in the Community Supervision Services Division. Maintains and updates caseload information on offenders who are transferred to other jurisdictions for supervision. Performs record checks and address/location searches of offenders' localities including but not limited to tracking placements in custodial facilities. Verifies that offenders have made restitution payments to the Judiciary. Requests and reviews progress reports for offenders and notifies Community Supervisor Officers (CSO) of status changes that could include warrants served, court dates, change of address/location and new arrests. The incumbent is also responsible for the review, routing and filing of incoming correspondence from interstate offices in other jurisdictions.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the next lower grade. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience at the GS-6 level** relating to this position is experience that demonstrates knowledge of administrative processes associated with an Interstate Compact Program. Such specialized experience also includes reviewing and reporting on offenders' history, past and current locations and collecting, tabulating and reporting data used for tracking and evaluating offender information. **Specialized experience at the GS-7 level** relating to this position includes experience that demonstrates understanding of various processes used to track offenders through the probation and parole systems. Such specialized experience also includes using judgment in selecting, applying, and adapting general guidelines and statutes to specific problems that apply to

offenders who are on parole or probation under the jurisdiction of the District of Columbia and other jurisdictions.

Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

1. Knowledge of the various processes used to track offenders through the probation and parole systems.
2. Knowledge of the structure and operating procedures of the District of Columbia criminal justice system and systems in other states to process a variety of Interstate Compact actions.
3. Ability to review and report on offenders' history and past and current locations.
4. Ability to use a personal computer including special programs applicable to law enforcement and Interstate Compact to develop spreadsheets and other tracking and evaluation tools.

On a separate sheet of paper, address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and KSAs listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two applications. If only one application is submitted, you must indicate if you want to be considered under merit promotion procedures or competitive procedures. If you do not indicate a preference, your application will be considered according to your eligibility.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Veterans:** If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA are required.

**Applications and all required documents must be received by 5:00pm on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Relocation Expenses:** Relocation expenses are not authorized.

**Probationary Period:** Initial appointment may require completion of a one-year probationary period.

**Security Check:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug

testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***